



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P11012.3B Ch 1
BACH

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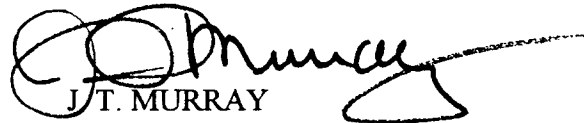
BASE ORDER P11012.3B Ch 1

From: Commanding General
To: Distribution List

Subj: BACHELOR HOUSING MANAGEMENT MANUAL

Encl: (1) New page inserts for BO P11012.3B

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 4-1, 4-5, 5-1 through 5-5 of the basic Manual and replace them with corresponding pages in enclosure (1).
3. Summary of Change. Changes are made to the basic Manual to prohibit the use of satellite dishes in all bachelor quarters aboard the base. Changes are also made to allow military members with the rank of E-6 to elect to receive BAQ (without dependents) vice occupying government quarters; to make the effective date for BAQ (without dependents) for members who have occupied government quarters the date of approval by the CG, Marine Corps Base, or the date of vacating government quarters, whichever is later; to allow pregnant members to qualify to receive BAQ (without dependents) at 20 weeks of pregnancy; and to allow military members who are legally separated or divorced with joint custody or temporary custody of at least one minor child to be approved to receive BAQ without dependents under appropriate circumstances.
4. Change Notation. Significant changes in the revised pages for this change are denoted by an asterisk (*) symbol.
5. Filing Instructions. This change will be filed immediately following the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.


J.T. MURRAY
Chief of Staff

DISTRIBUTION: A less No.s 6 through 11 Cat IV

BACHELOR HOUSING MANAGEMENT MANUAL

CHAPTER 4

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3. Bachelor personnel in the grade of Staff Sergeant and above may elect to live off-base and receive BAQ rather than occupy adequate government quarters, provided there is no military necessity to live aboard the installation.

*4005. SATELLITE DISHES. Satellite dishes are not permitted for use in any Bachelor Quarters aboard Camp Lejeune.

4006. PRIORITY OF ASSIGNMENT. Priority of assignment of bachelor housing to military personnel and authorized civilian personnel shall be as follows:

1. Personnel required to reside on base due to military necessity.
2. Permanent party unmarried personnel, PCS students, and involuntarily separated married personnel not entitled to the travel of dependents and transportation of household goods. Legally separated or divorced personnel who have legal documentation of marital status.
3. TAD personnel/official duty transient personnel.
4. Separated married personnel entitled to the travel of dependents and transportation of household goods.
5. Nonduty transients.

4007. TERMINATION OF ASSIGNED GOVERNMENT QUARTERS. Assignment to government quarters may be terminated for the following reasons:

1. When quarters are needed for a higher priority bachelor.
2. Nonpayment of service charges.
3. Failure to maintain proper housekeeping.

BACHELOR HOUSING MANAGEMENT MANUAL

CHAPTER 5

BASIC ALLOWANCE FOR QUARTERS

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BACHELOR HOUSING MANAGEMENT MANUAL

CHAPTER 5

BASIC ALLOWANCE FOR QUARTERS

5000. GENERAL

1. MCO P11000.22 authorized the Commanding General, Marine Corps Base, as the activity commander, to grant payment of BAQ (without dependents) in lieu of government quarters and provides general guidelines.

*2. All personnel in the grades of Staff Sergeant and above may elect to receive BAQ (without dependents) vice occupying government quarters, whether adequate or inadequate.

*3. All personnel in the grades of sergeant and below, who choose to live in private housing when adequate quarters have been assigned, will not be authorized payment of BAQ (without dependents). Personnel in these grades, housed by Marine Corps Base, will apply for BAQ (without dependents) through the Commanding General, Marine Corps Base (Attn: Director, Bachelor Housing), Bldg 2617.

*4. When BAQ is approved and government quarters have not been occupied, the effective date will be the date reported for duty. When government quarters have been occupied, the effective date for payment will be the date the request is approved or date government quarters were vacated, whichever is later. Personnel need not obtain off-base quarters in order to apply for BAQ (without dependents). In order to preclude financial hardship, personnel may apply for BAQ while remaining in government quarters. In such cases, tentative approval may be granted with payment authorized as of the date government quarters are vacated. Commanding officers will provide the Director, Bachelor Housing, Bldg 2617, with written certification of required information when requesting personnel vacate quarters.

*5. In the case of a pregnant woman Marine, BAQ (without dependents) will be approved when the member reaches the 20th week of pregnancy. A certificate from the medical officer attesting to the estimated delivery date is required.

*6. In the case of a Marine who is legally separated or divorced, and has joint custody, temporary custody, or visitation rights of at least one minor dependent child, BAQ (without dependents) may be approved under appropriate circumstances.

a. To be eligible, the Marine must:

(1) Have temporary custody (visitation) of the child(ren) for a period of time totaling 90 or more days in every calendar year (i.e., every week, three months in the summer, two nights per week, etc.); and

(2) Submit the request in accordance with par. 5001 below, including with the AA Form the properly completed affidavit in support found at Figure 5-2 with required attachments.

b. The terms stated in the affidavit become condition for receiving BAQ, and eligibility must be recertified every year. If at any time, the period of temporary custody (visitation) is reduced to a period less than 90 days per calendar year, the Marine is required to inform the command and the Commanding General (Attn: Director, Bachelor Housing), Marine Corps Base, Camp Lejeune, North Carolina. BAQ eligibility may be lost if the period of temporary custody is reduced.

7. Requests for payment of BAQ may only be disapproved and returned by the Commanding General, Marine Corps Base; the Commanding General, MarForLant; the Commanding General, II MEF; the Commanding General, 2d Marine Division, FMF; the Commanding General, 2d Force Service Support Group, FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance, and Intelligence Group.

5001. REQUESTING PROCEDURES FOR PAYMENT OF BAQ

1. Requests for payment of BAQ by personnel in the grade of E-5 or below will be made by AA Form to the Commanding General, Marine Corps Base (Attn: Director, Bachelor Housing), via the normal chain of command. The AA Form will contain the following information:

a. Certification by commanding officer that:

(1) There is no military necessity for the bachelor to reside aboard the installation.

(2) Adequate government quarters cannot be assigned (in the cases of E-5 and below).

b. If requesting personnel have vacated government quarters, the commanding officer must, in addition to paragraph 5001.1a, certify that:

(1) The quarters obtained off base meet the standards of adequacy set forth in paragraph 2001 of this Manual.

(2) The cost of quarters does/does not exceed the amount authorized for BAQ without dependents plus allowance for VHA.

(3) The date the bachelor vacated government quarters or the date reported aboard if government quarters were not occupied.

(4) The address of the off base quarters.

c. Certification by the Base Housing Referral Office (Bldg TT43) that the bachelor contacted that office prior to or after obtaining off base quarters.

2. When the return approval endorsement gives the date from which BAQ will be effective, the return endorsement will serve as documentation for entry into the MMS/JUMPS System.

3. Personnel may remain in government quarters while requesting BAQ (without dependents). Tentative approval may be given, authorizing payment effective the date government quarters are vacated. Prior to entry into the MMS/JUMPS System, the commanding officer will ensure that all information required in paragraph 5001.b,c of this order is provided by letter to the Bachelor Housing Office (Bldg 2617).

4. When a request is disapproved the bachelor will be notified by return endorsement giving specific reasons for disapproval.

5002. TERMINATION OF BAQ PAYMENT

1. BAQ payment will be terminated under the following conditions:

a. The member is transferred to a new MCC.

b. The member moves into BEQ/BOQ facilities. In the case of an officer or SNCO, MCBCL Form 11012/6, Bachelor Housing Voucher (see Figure 5-1) will be initiated by the Director, Bachelor Housing Division.

c. The member leaves (TAD or deployment) the geographical area of Camp Lejeune. BAQ will continue to be received for the first 90 days. On the 91st day, BAQ payments will be terminated unless the member's commanding officer certifies that the member was required to provide quarters at their own expense at the field duty site.

d. The member is involuntarily assigned to government quarters and continues to occupy private housing.

e. When the member's commanding officer invokes military necessity and requires the member to live aboard the base.

2. In the case of two service members who are married and both are drawing BAQ (with out dependents) and the BAQ of the member TAD, deployed or ordered overseas (PCS/unaccompanied) is terminated, the remaining member will continue to draw BAQ even if a Corporal or below. Application for BAQ (without dependents) must be as outlined in paragraph 5001.3. The effective date will coincide with the date previous BAQ was terminated.

3. Personnel entitled to BAQ will normally be permitted to continue to be authorized to reside off-base until transfer or expiration of active service terminates the BAQ entitlement. When BAQ is terminated because of a change in marital status (widowed, divorced, legally separated), it will require application for BAQ (without dependents) as outlined in paragraph 5003.1. The effective date will coincide with the date previous BAQ was terminated.

5003. REINSTATEMENT OF BAQ

1. BAQ terminated as a result of TAD or deployment may be reinstated upon the request of the member. Request for Reinstatement of BAQ (without dependents) should be made by AA Form, via the normal chain of command, to the Commanding General, Marine Corps Base. The form will contain the following information:

a. All information required by paragraph 5001.

b. Certification by the commanding officer of:

(1) The date BAQ was terminated.

(2) The date that personnel requesting reinstatement of BAQ returned to Camp Lejeune.

c. If requesting personnel retained off-base quarters during TAD/deployment, the commanding officer must certify that these quarters are the same as those certified adequate in the original BAQ request.

2. Personnel who have drawn BAQ (without dependents) prior to their deployment will have an effective reinstatement date of the date returned from deployment. Deployed personnel who did not draw BAQ (without dependents) prior to deployment will have an effective date of the date government quarters were vacated or the date of the request, whichever is later.

AFFIDAVIT
In Support of Request for BAQ

I, _____ (Name, rank, SSN/MOS) _____, of _____ (unit) _____, swear or affirm the following is true:

I have the right to temporary custody (visitation) of my minor child(ren) _____ (names) _____. The permanent legal and physical custodian of the child(ren) is _____ (name) _____ of _____ (address) _____. Attached is a copy of the _____ (court order/ separation agreement) _____ under which I have the right to temporary custody.

It is planned by myself and the permanent custodian that I will have temporary custody of the child(ren) for periods of time **totaling 90 or more days in every calendar year** as follows:
(ex. every weekend/three months in the summer/two nights every week) _____

Attached is the statement of the permanent custodian acknowledging these plans. I will use the BAQ to maintain a household outside of the base in order to adequately care for the child(ren) during the period of my custody.

I understand that the custody terms stated in this Affidavit become conditions for receiving BAQ and that I must recertify my eligibility every year. I understand that if any part of this statement is untrue, I can be prosecuted under the Uniform Code of Military Justice and any BAQ paid will be recouped by the government.

If at any time I, or the permanent custodian, decide to reduce temporary custody to a period less than 90 days per calendar year, I will inform my command and Commanding General (Attn: Director, Bachelor Housing), Marine Corps Base, Camp Lejeune, North Carolina. I understand that I may lose eligibility to BAQ if the period of my custody is reduced.

(NAME)

Subscribed and sworn this _____ day of _____, 19__.

NOTARY PUBLIC